

# COMPUTER GUIDE

## HELP NEEDED?

- Ask at resources

## USE

- Personal access code required (see the resource department)
- Please log out
- Leave the computer on when you are done

## PRINTING

- 3 pages free each day
- Then 10 cents per page (pay at the front desk)

## SAVING FILES

- A USB drive is required to save files
- Drives may be purchased at the front desk

## HEADPHONES

- Headphone use is encouraged
- Appropriate volume, please
- Earbuds can be purchased at the front desk

## FOOD & DRINK

- Covered beverages are allowed in the library (but try to keep them away from the computers)
- Food is not allowed in the library

## APPROPRIATE USE AND MONITORING

- This computer is subject to electronic monitoring as dictated by our technology use policy
- The Library reserves the right to require any library patron to discontinue use
- No gambling, pornography, or viewing any content that disturbs other patrons

## COPYRIGHT

- The copyright law of the United States (Title 17, United States Code) governs the making of reproductions of copyrighted material. Any use of computers for infringing use of copyrighted works is subject to civil remedies and criminal penalties provided by federal law as well as appropriate disciplinary action.

## CELLPHONES

- Please signoff and take calls outside